

Part:	Financial Management and Administration	Number:	4315
Section:	Treasury Board's General Management Policies	Date:	2017-06-01
Subsection:	Allowances, Benefits and Other Employee-related Expenses	Page:	1 of 1
Policy:	Long Service Recognition		

Long Service Recognition

Objective	<i>The objective is to outline the policy for recognizing employees for dedicated service on their long service anniversaries.</i>
Authority	<i>The Financial Administration Act, 1993, clauses 5(a) and 5(d) and subsection 10(2)</i>
Applicability	This policy applies to ministries and Treasury Board Crowns (see Appendix B Public Agencies). This includes the funds they administer, except for trust and pension funds.
Background	The Public Service Commission (PSC) coordinates the Long Service Recognition Program for executive government (e.g., coordinates pins and gifts, arranges banquets).
Treasury Board Policy	.01 Long service is recognized at five year milestones with pins or letters or certificates. Long service at 25 and 35 years includes: <ul style="list-style-type: none"> 25 years - a gift in keeping with tradition (up to \$250) and a congratulatory letter from the Premier. 35 years - a gift in keeping with tradition (up to \$350) and a congratulatory letter from the Premier. .02 Employees with 25 or 35 years of service may also be recognized at a long service banquet held in their honour.
Provincial Comptroller Directives	.03 Refer to the Saskatchewan Public Service Commission Human Resource Manual, PS 808-1 for information regarding: process, anniversary dates, eligible service, time off for attending the banquet, and reimbursement for related travel and expenses.
References	3005 Refunds to Vote 3101 GRF Payment Responsibilities Saskatchewan Public Service Commission Human Resource Manual, PS 808-1